

## **THESIS MASTER'S PROGRAM PROCESSES**

### **PERIOD OF STUDY**

Students who are unable to complete the minimum coursework requirements, including the seminar, and excluding the thesis work, and maintain at least a 3.00 grade point average by the end of the fourth semester are expelled from the University.

Students who fail their thesis work or who are unable to attend the thesis defense by the end of their sixth semester are expelled from the University.

### **THESIS ADVISOR**

Thesis advisor is assigned by the end of the first semester. (ENS.FR.Y01)

Thesis advisor must be a faculty member at the University.

Where the nature of the study requires multiple thesis advisors, a second thesis advisor may be assigned. The second thesis advisor may be chosen from inside or outside the University, from individuals with at least a Ph.D. degree.

All students must register for the thesis course each semester, at the latest starting from the semester that follows the assignment of an advisor.

The thesis advisor can be changed only once throughout the period of study, unless for unavoidable circumstances.

### **THESIS SUBJECT**

The thesis subject is assigned by the end of the second semester. (ENS.FR.Y02)

The thesis subject can be changed only once throughout the period of study, unless for unavoidable circumstances.

### **THESIS JURY**

The jury is assigned within at least 1 month before the date of defense. (ENS.FR.Y08a/ ENS.FR.Y08b)

The jury is made up of three members, one of whom is the thesis advisor, and the other from another University. Reserve jury members are made up of two members, one of whom is from another University.

If there is a second thesis advisor, the thesis jury will be made up of three or five persons. Where there are two thesis advisors and the jury is made up of three members, then the second thesis advisor cannot be a member of the jury.

### **TURNITIN REPORT and THESIS SUBMISSION**

Once a thesis is deemed satisfactory and eligible for thesis defense by the thesis advisor, it is submitted to the Graduate School by the thesis advisor for the Turnitin Report. Graduate School shares the report with the thesis advisor and the student. Upon the approval of the thesis advisor, the report is submitted to the Graduate School with the relevant forms attached. A copy of the thesis and the Turnitin report is shared with the designated jury members. (ENS.FR.Y06B)

Should the graduation requirements also include any additional requirement such as an article or a presentation, the thesis advisor checks whether or not the requirement has been duly satisfied.

### **THESIS DEFENSE\***

Students to give a Thesis Defense must fill out the “Thesis Defense Application Form” and submit it to the Graduate School on the dates announced by the Graduate School. (ENS.FR.Y06A)

Thesis defense is held within 1 month from the date when the thesis is submitted to the jury.

(ENS.FR.Y09a/ ENS.FR.Y09b; ENS.FR.Y11; ENS.FR.Y12)

Students whose theses are approved must submit the following documents\* within 1 month from the date of approval. Students who duly submit the documents qualify for graduation.

(Thesis - 3 bound copies, 1 CD copy, 2 Thesis Data Submission Form, Informed Consent Form for Dissemination of the Thesis)

In the event the student is asked to make revisions to the thesis during the thesis defense, the student must complete the requested revisions and defend the revised thesis again before the same jury within three months. Should the date of second thesis defense falls into the following academic semester or the summer session, the student must renew his/her registration. At the end of the second thesis defense, the jury either accepts or rejects the thesis.

(ENS.FR.Y07;ENS.FR.Y10a/ ENS.FR.Y10b; ENS.FR.Y11; ENS.FR.Y12)

Students whose thesis proposals are rejected during the second defense are expelled from the University. Students whose theses are rejected may be awarded with a non-thesis master’s degree diploma provided that they submit a request to their graduate school within five days from the date of thesis defense. However, in order to be eligible for a non-master’s degree diploma, these students must have completed the graduation requirements of the respective non-thesis master’s degree program. Students who have not met all of the graduation requirements of the non-thesis master’s degree program are granted a one-semester grace period to meet the remaining requirements.

\*Thesis defenses for the Thesis LLM in Private Law and Thesis LLM in Public Law programs are held in April and November only, while thesis defenses for other master’s programs are held by the last day of classes announced on the academic calendar for the respective semester.

NOTE: Students must renew their registrations in the registration renewal periods announced on the academic calendar. Students must also renew their registrations and register for the thesis course in the semester in which thesis work is to be completed.

NOTE: Excluding LLM students, all tuition waiver recipients must register for the AP 570 course each semester.